MEETING MINUTES

# Topic: Project Requirements

## WED, September 4, 2019

## 6:30 pm – 8:15 pm

**Minutes recorded by Abdullah Almarri**

**Meeting called by** **Abdullah Almarri**

Attendees: Lahdan Alfihan, Meshal Alghammas, Mohammed Janshah, Abdullah Almarri

Please bring: **Laptops.**

Table 1. Record of meeting.

|  |  |  |
| --- | --- | --- |
| 6:30 pm to 6:40 pm  | **Discussion of Project Description** * Discussion led by Mohammed Janshah.
* Microsoft sign up and prepare for Team charter.
 | Room 202  |
| 6:40 pm to 7:20 pm | Discussion of Team charter* Discussion led by Mohammed Janshah.
* Focus is set on functionality and performance.
* For Testing Engineer task that is choose from All members.
* The project manager is Meshal .
* The logistics Manager and Manufacturing Engineer is Lahdan.
* Abdullah Almarri has a good experience and he is the Financial manager.
* Either than Mohammed Janshah has a good experience with CAD and he is the engineer of this task.
* Meeting times Mon. 7:40pm – 9pm, Fri. 8pm – 11pm
 | Room 202 |
| 7:20 pm to end | Plan for next meeting* We are waiting for Leah response for Meeting.
* Bring laptops.
* Set up CNs and ERs meeting with Leah.
 | Room 202 |

Table 2. Tasks Assigned.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned**  | **Due Date** | **Date Complete** |
| Complete Team Charter |  Team | 9/6/19 |  TBD |

**Next formal meeting: 9/9/19,Engineering Building, at 7:40pm.**